

THE PITTSBURGH FIGURE SKATING CLUB, INC

Member Club of U.S. Figure Skating (USFS)

Constitution and By-Laws

ARTICLE I: NAME AND INCORPORATION

Section 1: The Organization shall be known as The Pittsburgh Figure Skating Club, Inc. (the "Club").

Section 2: The Club was incorporated under the laws of the Commonwealth of Pennsylvania, on December 14, 1945, at No. 3020 January Term, 1946.

Section 3: The Club shall have its headquarters at any place designated by the Board of Directors.

Section 4: The "Club Year" shall run from July 1st to June 30th.

ARTICLE II: PURPOSES

Section 1. The purpose of the Club is to encourage participation in the sport of figure skating on ice by all persons without discrimination on the basis of race, color, religion, age, gender, creed, sexual orientation or national origin by:

- A. Sponsoring, producing, or cooperating in figure skating competitions, events and shows.
- B. Encouraging achievement to the highest levels of proficiency as defined by the USFS and sponsoring, producing, or cooperating in test sessions.
- C. Educating and informing the public in all forms of figure skating, with particular emphasis on health and fitness.
- D. Promoting the sport by encouraging attendance and participation at USFS sanctioned competitions and events.
- E. Offering skating opportunities with skating instruction and guidance to its members and the general public.
- F. Conducting its affairs in full accord with the USFS By-laws and following all rules, regulations, and guidelines of the USFS.

Section 2: The Purposes of the Club are promoted through the raising of funds to support all above activities by assessing dues, sales of appropriate items, exhibitions, competitions, shows,

providing skating instruction to the public, and other lawful means as determined by the Board of Directions.

Section 3: The Club shall serve only such purposes and functions that are consistent with the intent and meaning of Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

ARTICLE III: BY-LAWS

Section 1: These by-laws shall govern the conduct of the Club.

Section 2: These by-laws may be amended by a vote of at least 66% of the members of the Board of Directors.

ARTICLE IV: MEMBERSHIP FEES, DUES AND ASSESSMENTS

Section 1: Membership in the Club shall be on an annual basis, based on the Club year.

Section 2: Membership in the Club shall be made available without regard to race, color, religion, age, gender, sexual orientation, creed or national origin, under such rules and regulations.

Section 3. Membership shall not be restricted to geographical scope and vicinity.

Section 4: The Club shall conduct an annual enrollment of members, but may admit individuals to membership at any time during the current Club's budget year. Annual membership dues and fees as set from time to time by the Board of Directors shall be payable on or before the date(s) designated by the Board. These payments may be extended at the discretion of the Board. Skating privileges may be withdrawn for non-payment of club-associated fees including ice time or annual dues. Additionally, a dollar amount may be incurred for volunteer hours not served.

Section 5. The membership of the Club shall consist of the following classes with the following privileges:

- A. **Full Member Home Club** - for individuals wishing to be full members of the Club, with all rights and privileges that full members are granted by the Board of Directors.
- B. **Introductory Member Home Club** – for individuals who have never been a full member of a skating club or an individual USFS member. This membership is for the first year only. Such members shall be granted all rights and privileges that full members are granted by the Board of Directors.

- C. **4-Year Collegiate** – for individuals pursuing higher education. This membership shall be for up to 4 years and can only be used once during the skater's skating career. Such members shall be granted all rights and privileges that full members are granted by the Board of Directors.
- D. **Collegiate** – for individuals who are continuing in college or higher education after 4 years and have already used the 4-year Collegiate Membership. The granting of this membership, as well as any rights and privileges thereunder, shall be the discretion of the Board of Directors.
- E. **Associate Member** – for individuals who are home club members of another club but desire to also be a member of the Club. The granting of this membership, as well as any rights and privileges thereunder, shall be the discretion of the Board of Directors. However, an Associate Member cannot vote or hold any office with the Club.
- F. **Professional, Home Club** – for individuals who are certified figure skating coaches and who regularly provide lessons at the facility where the Club is located. The granting of this membership, as well as any rights and privileges thereunder, shall be the discretion of the Board of Directors.
- G. **Professional, Non Home Club** – for individuals who are certified figure skating coaches but who do not regularly provide lessons at the facility where the Club is located. The granting of this membership, as well as any rights and privileges thereunder, shall be the discretion of the Board of Directors. However, a Professional, Non Home Club Member cannot vote or hold any office with the Club.
- H. **Judge** - for individuals who are figure skating judges certified by U.S. Figure Skating. The granting of this membership, as well as any rights and privileges thereunder, shall be the discretion of the Board of Directors. However, a Judge cannot vote or hold any office with the Club.
- I. **Non-Skating Adult** - for individuals who wish to be associated with the Club but who are not skaters and do not desire any skating privileges. The granting of this membership, as well as any rights and privileges thereunder, shall be the discretion of the Board of Directors. However, a Non-Skating Adult cannot vote or hold any office with the Club.
- J. **Booster** - for individuals who wish to be associated with the Club as a booster but who are not skaters and do not desire any skating privileges. The granting of this membership, as well as any rights and privileges thereunder, shall be the discretion of the Board of Directors. However, a Booster cannot vote or hold any office with the Club.
- K. **Synchronized Team / Theater on Ice** – A skater who is a member of another club but who wishes to skate on a synchronized skating team or theater on ice team that is

sponsored by the Club. The granting of this membership, as well as any rights and privileges thereunder, shall be the discretion of the Board of Directors.

Section 6: Each candidate may apply for membership online. Upon application, the prospective member agrees to comply with the Constitution and By-Laws set forth by the Club in addition to any USFS rules and guidelines. Application is not complete until any fee(s), as set by the Board, have been paid in full.

Section 7: Any member not in good standing with USFS or the Club, or in arrears for dues, or other indebtedness, including volunteer hours, shall be notified by the Membership Chair or the Board of the delinquency. If the amount due is not paid in full within one month thereafter, the name of such member shall be reported by the Membership Chair to the Board at their next meeting for such action as the Board determines. If a member is suspended or his or her membership is revoked due to nonpayment of dues, or other indebtedness, he or she may, upon payment of same, at the discretion of the Board, be reinstated to membership.

Section 8: No member in arrears for dues in this or any other USFS Club shall be eligible to hold office, or be entitled to vote, or to enter in any club tests or competition.

Section 9: Any member not in arrears for dues who wishes to tender his or her resignation must do so in writing to the Membership Chair, whom shall report the same to the Board at their next meeting for their action.

Section 10: Members shall be responsible for the conduct and fees of all persons admitted to the Club's property or activities at the member's request.

ARTICLE V: VOTING

Section 1: Only members of the Club who have paid the membership dues and are in good standing with the Club and the USFS for the current year may vote on the business of this PFSC. For members less than 18 years of age, one of that member's parent or legal guardian shall have the right to vote on his or her behalf.

Section 2: Current membership must be verified for voting privileges.

Section 3: There shall be no voting by proxy.

ARTICLE VI: OFFICERS

Section 1: The Officers of the Club shall consist of:

- A. President;
- B. Vice-President;

C. Secretary; and

D. Treasurer (the offices of Secretary and Treasurer may be combined).

Section 2: Officers shall be elected annually from and by the Board of Directors at the first regular meeting of the Board at the beginning of the new Club year.

Section 3: No officer shall hold the same office for more than three consecutive years.

Section 4: The Immediate Past President may be asked to serve for one year as an Ex-Officio member of the Board by the President, assisting with the transition for new officers and committee chairs. The Immediate Past President will not have a vote on any matters voted on by the Board.

ARTICLE VII - DUTIES OF OFFICERS

Section 1: The President shall:

- A. Preside at all meetings of the Club and of the Board of Directors.
- B. Establish and appoint the members of all committees.
- C. Serve as an ex-officio member of every committee of the Club.
- D. Supervise the activities of the Club and its property.
- E. Have the ability to call special Board meetings and Club meetings.
- F. Sign all agreements and contracts made by the Club, upon the approval of the Board of Directors.
- G. Make disbursements on behalf of the Club, including reimbursing the Treasurer for approved expenditures, following all financial procedures put in place by the Board.
- H. Be a signatory on all accounts of the Club.
- I. Perform other duties as may be provided for by these by-laws, prescribed by the parliamentary authority, or directed by the Board of Directors.

Section 2. The Vice President shall:

- A. Assist the President in the discharge of his or her duties.
- B. Sign all agreements and contracts made by the Club, upon the approval of the Board of Directors.
- C. Make disbursements on behalf of the Club, including reimbursing the Treasurer for approved expenditures, following all financial procedures put in place by the Board.

- D. Perform the duties of the President in his or her absence, inability or refusal to act.

Section 3: The Secretary shall:

- A. Record and publish the minutes of all meetings of the Club and the Board of Directors.
- B. Issue notices of all meetings of the Club and Board of Directors.
- C. Publish the financial report to the membership as part of the monthly minutes.
- D. Maintain a current copy of the by-laws and membership list.

Section 4: The Treasurer shall:

- A. Have charge of and maintain a full account of the funds of the Club. This includes keeping a record of all expenditures and receipts.
- B. Deposit money in the name of the Club in a bank and/or in securities approved by the Board Of Directors and/or the Board of Trustees, as appropriate.
- C. Reconcile all money coming in and out of accounts/vendors (tests, membership, activities/events).
- D. Make disbursements, with proper documentation and receipts, as authorized by the Board, in accordance with the budget adopted by the Board and any financial procedures established by the Board.
- E. Maintain thorough records of all transactions and communications related to returned checks and related fees.
- F. Provide a written financial statement to the Board at each meeting, including a list of receipts and disbursements for the prior month, which shall also be made available to the membership upon request.
- G. File the Club's taxes yearly.
- H. Open to inspection such books of account and records, at all reasonable times, by an Officer of the Board and to the Trustees.
- I. Work with an Assistant Treasurer, that may or may not be appointed by the Board.
- J. If the Board requires, the Treasurer or assistant shall be bonded by a company approved by the Board.

ARTICLE VIII - BOARD OF DIRECTORS

Section 1: There shall be a Board of Directors composed of nine voting members of the Club.

Section 2: Three Board members shall be elected each year, and they shall serve for a period of three years. A member, to be eligible for the Board of Directors, must have been a member of the Club in good standing for one year. For members less than 18 years of age, their parent or legal guardian may run for and, if elected, serve on the Board of Directors on their behalf.

Section 3: Each year, the Board shall cause a notice to be sent to the membership seeking nominations for election to the Board (members may nominate themselves or another member). Such notice should be sent to the membership at least twice. The deadline for nominations shall be May 1. The Board shall thereafter appoint a Board member or members to interview each person so nominated to answer any questions that they have, explain the role and expectations of Board members, and determine whether the nominee want to be included in the ballot.

Section 4: Voting for the Board of Directors shall be by ballot communicated to the membership in May, giving the membership at least 2 weeks to cast ballots. The three candidates receiving the greatest number of votes will be elected. In the event of a tie vote, the tie shall be broken by a neutral random process selected by the Board. The results of the election shall be announced to the membership within 5 days of the end of the election.

Section 5: The first meeting in July shall be the organizational meeting, with the returning and new Board members voting on the Club's officers for the ensuing Club year.

Section 6: A member of the Board of Directors, after having served one three-year term, may become an incumbent candidate for re-election for one additional three-year and then one year must elapse before he/she is again considered for nomination

Section 7: In the event that any member of the Board resigns or for any reason whatever is unable to serve on the Board of Directors, the Board, by majority vote, shall elect a new Board member to serve the unexpired portion of that Board member's term. The portion of any term that a Board member is appointed to fill due to an opening for that seat shall not count towards any three or six years of service under Section 6.

ARTICLE IX: POWER AND DUTIES OF THE BOARD OF DIRECTORS

Section 1: The Board shall meet as scheduled by the President, but in no event less than once every two months. The date and location of such meetings shall be stated by the President, or in his/her absence, by the Vice-President. Any four members of the Board may call a meeting upon written notice to all the members of the Board of Directors at least three days prior to the proposed meeting. The notice shall state the date and location of the meeting, the purpose for which the meeting is called, and the names of the four members requesting the meeting.

Section 2: Five members shall constitute a quorum for the purpose of voting on any matters at a Board meeting. However, once a quorum is obtained, it cannot be lost during the course of that meeting.

Section 3: The Board shall have general charge of the affairs and assets of the Club to the extent that such power and duties are not inconsistent with the non-profit status under section 501 (c) (3) of the Internal Revenue Code. It shall be the duty of the directors to carry out the purposes and functions of the Club.

Section 4: The Board shall make such rules as they deem proper for their own government, for the government of the committees, and for the government of the general membership. They shall prescribe rules respecting the use of the Club's property, prescribe rules for the admission of applicants for membership, and fix penalties for offenses against these rules.

Section 5: All appropriations from the funds of the Club shall be subject to approval by the Board of Directors and/or pursuant to any financial policy adopted by the Board of Directors.

Section 6: The Board shall have the power to audit or have audited all fiscal records of the Club.

Section 7: The Board shall have the authority to review new membership applications and transfers.

Section 8: The Board shall have the power to suspend or expel any member for violations of the Constitution and By-Laws or for conduct which they shall deem improper. Such a member shall be advised by the Secretary as to the action taken by the Board and as to his/her right to a hearing before the Board. A prompt hearing shall be held before the Board upon request of the suspended or expelled member.

Section 9: The Board may drop from the roll any member whose club dues are in arrears, and also may reinstate such members.

Section 10: The Board shall appoint Delegates to the Governing Council of U. S. Figure Skating. The Club president or secretary shall inform the USFS secretary, in writing, of the names and addresses of the Delegates appointed. Said Delegates shall represent the Club and shall attend the USFS meetings, either in person or by proxy.

Section 11: The office of a Board member shall be vacated, (1) If he or she is no longer a member of the Club, (2) If by notice in writing to the Club he or she resigns his or her office (3) If he or she is convicted of a criminal offense, or (4) If he or she has failed to meet compliance requirements set forth by USFS or the Club. Additionally, because Board members are expected to attend all scheduled board meetings each year, any Board member who misses more than three meetings in a Club year, or two consecutive meetings, may be asked to resign or face removal by vote of, and at the discretion of, the Board.

ARTICLE X: BOARD OF TRUSTEES

Section 1: A Board of Trustees shall be established to administer the funds that accrued to the Pittsburgh Figure Skating Club as a result of the 1983 Nationals, as well as any other funds provided to the Trustees by the Board for investment (the "Funds").

Section 2: The Board of Trustees will consist of five members of the Club.

- A. Two of the Trustees will be appointed by the President, with approval of the Board of Directors, from the current Board of Directors of the Club. Those Trustees shall serve one-year terms.
- B. Three of the Trustees, who are not members of the Board of Directors, but are members of the Club, will be elected by the voting members of the Club. Those Trustees shall be elected at the same time, and in the same manner, as the of members of the Board of Directors. Those trustees shall serve three-year terms.
- C. The three non-Board trustees shall also have staggered terms, so that one is elected each year over a three-year period. In order to achieve this, the first election after passage of these Bylaws shall have three open terms; 1 three-year term, 1 two-year term, and 1 one-year term. All subsequent elections shall for 3 year terms.
- D. Trustees shall serve no more than two consecutive 3 year terms. As with members of the Board of Directors, any Trustee appointed to fill an open position of Trustee shall not have that period of time count towards those two consecutive terms.
- E. In the event that any member of the Board of Trustees resigns or for any reason whatever is unable to serve on the Board of Trustees, the Board of Directors, by majority vote, shall elect a new Trsutee to serve the unexpired portion of the Trustee's term. The portion of any term that a Trustee is appointed to fill due to an opening for that seat shall not count towards any three or six years of service under Section D.

Section 3: The Trustees shall have the sole discretion to invest the Funds or to provide such sums to the Board of Directors as the Trustees feel is appropriate. The Trustees should, however, take care to invest and spend the funds wisely and to avoid, if possible, spending the principal amount.

Section 4: The Trustees shall provide a report to the Board of Directors as to the current investments of the Funds at least quarterly.

Section 5: The Trustees may also be tasked by the Board of Directors with conducting audits of the Club's finances.

ARTICLE XI: COMMITTEES

Section 1: Committees may be established or appointment by the President, subject to approval by the Board of Directors.

Section 2: A Membership Chair shall be appointed annually by the President at the first regular meeting of the Board. The Membership Chair will receive all applications of candidates for membership. In addition, he or she will report any membership issues to the Board of Directors.

Section 3: It is the expectation that all members of the Board of Directors will be active members of the Club and therefore will serve in some capacity on at least one Committee.

ARTICLE XII - DISSOLUTION

Section 1: The board of Directors may adopt a resolution recommending that the Pittsburgh Figure Skating Club, Inc. be dissolved and that the question of such dissolution be submitted to a vote of the general membership as provided in Article XII. This resolution shall also include a provision for disposition of all Club assets.

Section 2. All debts, liabilities, and obligations of the Club shall be paid or otherwise discharged, or adequate provision made thereof.

Section 3. All remaining assets of the Club will be sold and distributed to an organization of the type described in Section 501 (c) (3) of the Internal Revenue Code of 1954. This organization, having objects and purpose similar to the Pittsburgh Figure Skating Club, will be selected by the Board.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PFSC and in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

Adopted: September 3, 1963 Revised: September 28, 1970 January 31, 1988 May 1, 1999 June 7, 2013, and _____ 2025.

SIGNATURE/APPROVAL PAGE

Bylaws of the Pittsburgh Figure Skating Club

Approved by the Board of Directors _____.

President's Signature

President's Name – Printed

Secretary's Signature

Secretary's Name – Printed